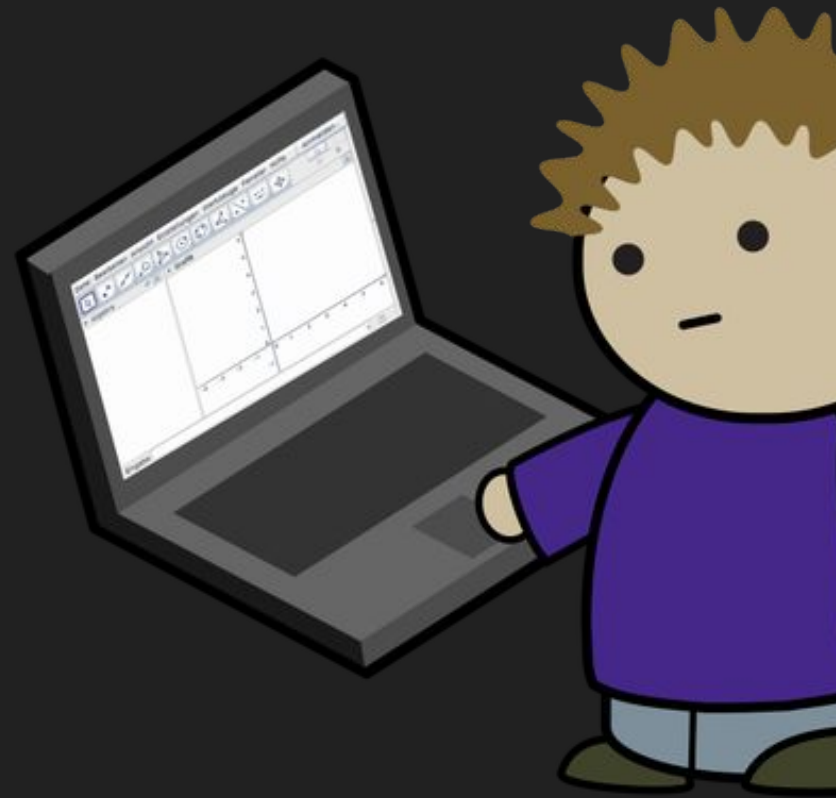


Chromebook Care

2020-2021 School Year



Great Opportunity



This device will stay with you for several years as you take it back and forth between home and school. How do we make sure it will last for multiple years?



Device Safety

- Keep food, drinks, pencils, & pens away from the device.
- Place the device on a flat surface when using it.
- Carry the device with two hands or like a book.
- Never leave the device unattended. Know where it is at all times.





Safely Carry the Device

Usage

The chromebook is meant to further your education. Be sure to use it appropriately.

Note: School officials can always check in on your browser history.



Charge Your Device

Establish a routine and find a safe place at home to charge your device so it is always fully charged for the school day.



Keep the Device Looking New



The device you are using will eventually go to someone else just as you most likely will receive a previously used device.

Keep the devices looking new for each other. Leave stickers, ink, and decorative items off of the device.

Basic Troubleshooting



Many issues are solved by restarting the device. To do this:

1. **Sign Out** of your account (lower right bottom of the screen).
2. Select **power symbol** (bottom left of the shelf to shut down).
3. **Push power button** on the keyboard to turn the Chromebook back on.

For more troubleshooting tips, [click here to access help document.](#)

Report Issues Right Away

Let your teacher know of:

- Any inappropriate image, website or security problem.
- Any problems or damages with your chromebook.



Follow Copyright Laws

- Never copy something without citing where it came from.
- Ask for clarification if you don't know the law(s).



Netiquette

Be respectful when:

- Commenting online
- Collaborating with peers
- Engaging in Zoom or Google Meet calls



Username and Passwords are Private

- Do not share usernames or passwords with others.
- Do not access another person's device without consent.



Stay On Task

- Follow rules set by your teacher or guardian.
- Get permission before using headphones/earbuds and before printing anything.
- Only visit online sites, games, or videos when given permission.





Take good care of your device because you will be using it for years to come!

